

CITY OF ROSENBERG, TX

CLASS SPECIFICATION

Fire Inspector

DBM RATING: B23

OCCUPATIONAL CATEGORY: Protective Service

REPORTING RELATIONSHIPS:

FLSA STATUS: Non-Exempt

Reports to: Fire Marshal

Supervises: Has no supervisory responsibilities

CLASS SUMMARY:

To provide fire support activities related to fire inspections, fire investigations and fire prevention programs. Typical duties include: conducting fire inspections; conducting fire investigations; assisting with the development and implementation of fire prevention programs; responding to emergency calls for service; and/or, performing other related activities.

Note: This position is shift work and is a 48/96 hour shift.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Conducts fire inspections at business and rental properties throughout the City; determines if new construction is in compliance with codes, ordinances and approved plans.

Reviews inspections and provides technical assistance and recommendations for addressing issues and for maintaining compliance with applicable codes and ordinances.

Prepares information and enters data and documentation into system; maintains records; utilizes data and information in preparing reports.

Conducts fire investigations of incidents within the City.

Conducts plan reviews to determine if they are in compliance with code requirements; reviews documents, completes review letters, and enters data into reporting system.

Conducts background screening for new employees; conducts interviews to obtain answers to established questions; documents responses and related information.

Performs other duties of a similar nature and level as assigned.

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TRAINING AND EXPERIENCE:

High school diploma or equivalent; Four (4) years experience as a full-time paid employee with a fire department; thirty (30) college credit hours in a discipline related to fire suppression.

REQUIRED LICENSING/CERTIFICATIONS:

- Intermediate Structural Firefighter Certification through Texas Commission on Fire Protection (TCFP);
- Basic Fire Inspector certification through TCFP;
- Basic Arson Investigator certification through TCFP;
- Basic Peace Officer Certification through Texas Commission on Law Enforcement;
- EMT- Basic certification through Texas Department of State Health Services;
- Valid Class B Texas Driver's License.

KNOWLEDGE OF:

- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Fire prevention and suppression methods and techniques;
- Basic construction methods;
- Methods and procedures for conducting fire investigations;
- Customer service principles;
- Fire scene investigation techniques;
- Basic filing and recordkeeping principles;
- Mathematical concepts;
- Specialized equipment relevant to area of assignment;
- Modern office equipment.

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SKILL IN:

- Interpreting and applying applicable laws, codes, regulations and standards;
- Providing customer service;
- Reading and interpreting blueprints and/or other technical documents;
- Conducting fire inspections and identifying deficiencies;
- Providing technical assistance and recommendations for maintaining code compliance;
- Entering and maintaining system data and related documentation;
- Reviewing data and preparing reports and correspondence;
- Conducting fire investigations and collecting fire scene evidence and information;
- Reviewing and determining nature and cause of fires;
- Responding to emergency calls;
- Conducting plan reviews to ensure compliance;
- Conducting employee background screens and preparing documentation;
- Filing, organizing and maintaining records;
- Managing time and prioritizing requests;
- Providing attention to detail;
- Utilizing a computer and relevant software applications;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others to sufficiently exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel and environmental conditions such as disruptive people, imminent danger or a threatening environment.

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NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

I acknowledge that I, _____, have received a copy of the Job Class Specification of the City of Rosenberg. I acknowledge that I have read the Job Class Specification and am aware of its contents, and further acknowledge that it is my responsibility to adhere to it to the best of my ability.

Printed Name: _____

Signature: _____ Date: _____